

Information for Representatives and FPMs on the FAASTeam CFI Workshop Series

In late 2008, the FAA Safety Team received permission to conduct a continuing series of workshops for CFIs. These workshops are titled, appropriately, FAASTeam CFI Workshops. This series consists of eight workshops over a 24-month period that encompasses all of the required topics for a Flight Instructor Refresher Clinic (FIRC). AFS-800 has therefore approved this workshop series, as it meets all the requirements of a FIRC.

In the 4th quarter of FY 2010, many CFIs will complete this series of workshops, and will therefore be eligible to renew their CFI certificate based on their attendance and satisfactory completion of all eight Workshops.

Since this is probably new to you, we wanted to provide the information needed to process a request for CFI renewal based on satisfactory completion of the Workshop series.

First, since this Workshop series is approved by AFS-800, and meets all the requirement of a FIRC, a completion certificate is available to attendees and can be printed from FAASafety.gov by the CFI. This completion certificate meets the requirement referred to in 14 CFR part 61.197(a)(2)(iii) for renewal of a CFI certificate. Here is a sample:



Second, Order 8900.1 is being revised to reflect that completion of the FAASTeam CFI Workshop series may be confirmed by the CFI presenting a signed attendance roster for all eight Workshops. This may be one form with eight entries or eight individual forms, one for each workshop. You should confirm that all eight workshops, numbered 1-8, are shown as completed and that an authorized signature is affixed.

Either the completion certificate or the attendance roster(s) may be used as proof of completion of the Workshop series, thus making the CFI eligible for renewal.

Questions may be addressed to James.W.Leavitt@faa.gov, the FAASTeam CFI Workshop project lead.

The CFI Workshops tab is found in the CFI Portal on FAASafety.gov. Along with some basic information, here is what the CFI sees before any Workshops are completed:

| Workshop Details | | | |
|------------------|--------|---------------|--------------|
| WORKSHOP | STATUS | EVENT DETAILS | MORE CHOICES |
| CFI Workshop 1 | | | |
| CFI Workshop 2 | | | |
| CFI Workshop 3 | | | |
| CFI Workshop 4 | | | |
| CFI Workshop 5 | | | |
| CFI Workshop 6 | | | |
| CFI Workshop 7 | | | |
| CFI Workshop 8 | | | |

Here is what it looks like after completing several workshops. The search feature under More Choices allows the CFI to look for a CFI Workshop to attend. All attendance is recorded automatically, but only if the CFI's email address is used on the attendance roster at the Workshop and only after the SPANS event is closed by the Representative or FPM. CFIs who are not registered on FAASafety.gov will receive automatic credit as soon as they register (using the same email address as used at the Workshop).

Your last completion date was: None

Workshop Details


| WORKSHOP | STATUS | EVENT DETAILS | MORE CHOICES |
|----------------|--------|----------------------------------------------|------------------------|
| CFI Workshop 1 | | | Search |
| CFI Workshop 2 | ✓ | 6/24/2009 7:00 PM Plymouth, MA | |
| CFI Workshop 3 | ✓ | 9/19/2009 9:00 AM Minot, ND | |
| CFI Workshop 4 | ✓ | 9/30/2009 7:00 PM Fort George G Meade, MD | |
| CFI Workshop 5 | ✓ | 1/13/2010 6:30 PM Bedford, MA | |
| CFI Workshop 6 | ✓ | 3/25/2010 6:00 PM Salt Lake City, UT | |
| CFI Workshop 7 | ✓ | 4/13/2010 6:00 PM Salt Lake City, UT | |
| CFI Workshop 8 | ✓ | 4/26/2010 5:00 PM Logan, UT | |

And here is what it looks like after completing the Workshop series. This “clean” appearance permits the CFI to attend the next workshop immediately after completing the first eight workshops. If the user completes a workshop out of order, the system keeps track of that and will apply the credit when and where it is appropriate. It is important that the CFI uses the same email address as is used on FAASafety.gov.

It is very important that when the SPANS Event is created for the Workshop, the CFI Workshop selection is made and the workshop number is selected in the drop down menu. This is the only way to identify the Workshop so that CFIs get appropriate credit.

Note also, that to get any WINGS credit, the attendee (any attendee, not just CFIs) must satisfactorily complete the end of Workshop quiz.

The link to view or print the completion certificate is available for 120 days after completing the last workshop.

Your last completion date was: 4/26/2010 [Print the Certificate](#) 

Workshop Details

| WORKSHOP | STATUS | EVENT DETAILS | MORE CHOICES |
|----------------|--------|---------------|--------------|
| CFI Workshop 1 | | | |
| CFI Workshop 2 | | | |
| CFI Workshop 3 | | | |
| CFI Workshop 4 | | | |
| CFI Workshop 5 | | | |
| CFI Workshop 6 | | | |
| CFI Workshop 7 | | | |
| CFI Workshop 8 | | | |

A sample completion certificate is shown above on page 1; here is the 2nd page of the certificate, with attendance details:



- This completion certificate is valid only for three (3) calendar months for the purpose of CFI renewal.
- This completion certificate may be used in place of a Temporary Airman Certificate, FAA Form 8060-4, for a period of 120 days after a completed 8710-1 application for renewal has been submitted to a certifying officer.

CFI Workshop 1
Alpha One Flight
246 S. Meadow Rd
Plymouth, MA 02360
Completed Date: 06/17/2009

CFI Workshop 2
Alpha One Flight
246 S. Meadow Rd
Plymouth, MA 02360
Completed Date: 06/24/2009

CFI Workshop 3
General Aviation Terminal
2400 North Broadway
Minot, ND 58703
Completed Date: 09/19/2009

CFI Workshop 4
Hangar 80 Tipton Airport
7509 General Aviation Drive
Fort George G Meade, MD 20755
Completed Date: 09/30/2009

CFI Workshop 5
National Aviation Flight Academy
150 Hanscom Drive
Bedford, MA 01730
Completed Date: 01/13/2010

CFI Workshop 6
Kibbie Executive Terminal
337 N. 2370 W.
Downstairs Classroom
Salt Lake City, UT 84116
Completed Date: 03/25/2010

CFI Workshop 7
Cornerstone Aviation, Kibbie Executive Terminal
337 N. 2370 W.
Salt Lake City, UT 84116
Completed Date: 04/13/2010

CFI Workshop 8 (completion)
Utah State University, Flight Operations
2500 N. 600 W.
Logan, UT 84322
Completed Date: 04/26/2010